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Letter to Scholarship Committee members regarding Lucile Elliott Scholarship applications, October 28, 1993

Sally Wiant

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MEMORANDUM

To: SEAALL Scholarship Committee Members
Sally Askew, University of Georgia
Sue Roach, Navy JAG
Elizabeth Valadie

From: Sally Wiant, Chair, 19934-94

Re: Lucile Elliott Scholarship Applications

Date: October 28, 1993

As you know we are on an amended schedule for sending application forms, reviewing applications and completing our work.

You will need to set aside time in December to review and score the applications using the individual score sheets.

I propose the following schedule:

Sue will write for the next newsletter an article about the scholarship which will include the application form.

I will receive from Pam early next week the set of labels and will mail to the membership a letter and a copy of the application form stating that the deadline for submission of applications is December 13, 1993. I will Fed-X copies of the applications and the forms to you for your immediate review.

Each of you should return the scoresheets to me by December 22, 1993. You may fax or call me to report your scores. (I will not be in the office December 18-22. If you call, please report your scores to my secretary.)

I will tally your votes. If the results are not conclusive, I will call you during the December break to coordinate the selection process. If possible, recipients will be notified by me during the first week of January.

Following the selection process I suggest that we review the forms in light of our recent experience. I suggest further that we develop a brief proposed schedule for the next committee.

I hope this schedule meets with your approval.

MEMORANDUM

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With this memo I am enclosing copies of the following:

Lucille Elliott Scholarship Guidelines, as adopted by SEAALL in
1988

Guidelines for Evaluating Scholarship Applicants, as adopted by
the Committee in 1990

Older Member Scoresheet

Newer Member Scoresheet

If you have any questions or comments, please call me at (703) 463-
8540 or fax them at (703) 463-8967

enclosures

cc: Pam Williams (w/o enclosures)